



Class Title: Project Manager
Department: Administration
Reports to: City Manager
Classification: 17
Salary Range: \$58,869 to \$88,303

GENERAL STATEMENT OF JOB

Responsible for management of contracts, procurement, grants and Capital Improvement Program (CIP) infrastructure projects for the City. Primary responsibilities include managing City Capital Improvement Program (CIP) projects monitoring and administering as required assigned grants for compliance, and supporting City's contracting and sourcing activities. Performs skilled work with minimum supervision in support of multiple City departments and individuals in a challenging multi-task environment. This position reports directly to the City Manager.

ESSENTIAL JOB FUNCTIONS

Assists in planning development of City facility and infrastructure CIP projects.

Assists in scoping projects and establishing contracts to address specific project requirements.

Assists in developing design basis and estimates.

Manages design process including conceptual planning, engineering, permitting, and work of other design professionals & consultants.

Assists in preparing and reviewing design and construction RFQ/RFP's.

Manages construction contracts, monitoring permitting, field progress, change order management, schedules and quality; reviewing invoice payments.

Prepares monthly update reporting: status, schedule and budget analysis.

Ensures projects achieve required acceptance and proper closeout.

Reviews sourcing documents to ensure activities are consistent with approved City policies and procedures.

Maintains contract change order log and payment ledger: contract value, approved payments, retainage, balance due, etc.

Assists other City staff with procurement and sourcing activities in support of City goals and objectives.

Duties will vary by grant ranging from supporting role, grantor point of contract through designated grant administrator.

Performs other duties as apparent or assigned.

Operates a vehicle and a variety of equipment such as a computer, calculator, telephone, two-way radio, etc.

Uses computer and clerical supplies.

Interacts and communicates with various groups and individuals such as the City Manager, City Council, City department heads and personnel, commission and board members, committee and task force members, civic/community organizations, other government agencies, consultants, architects, engineers, contractors, and the general public.

ADDITIONAL JOB FUNCTIONS

Performs general administrative/clerical duties as required, including preparing reports and correspondence, entering and retrieving computer data, attending and conducting meetings, reviewing correspondence, etc.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Knowledge of and experience in:

- Principles related to public buildings, and capital facilities planning and development.
- Designs, plans, specifications, estimates and reports for proposed municipal facilities and infrastructure.
- Microsoft Office and the ability to interface with project management software
- Municipal procedures relating to finance, procurement, purchasing, and contract management.
- Pursuing and administering grants from various governmental agencies
- Pertinent Federal, State and local laws, codes and regulations.

EDUCATION AND EXPERIENCE

Any combination of experience and training that would likely provide the required knowledge, skills and abilities necessary for satisfactory job performance is qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience – Five years of construction project management experience with experience in municipal capital project management preferred, and

Education – Bachelor's degree from an accredited college or university in civil engineering, construction management, or a related field.

PHYSICAL REQUIREMENTS

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions, frequently sitting and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work has no special vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to outdoor weather conditions and occasionally requires exposure to fumes or airborne particles and exposure to toxic or caustic chemicals.

SPECIAL REQUIREMENTS

Possession of an appropriate driver's license valid in the State of South Carolina.